

Special Building Committee/Board Meeting
Wednesday, September 17, 2008
2:00 PM
Midland Public Library
Boardroom

Minutes

Board & Staff Present : A. Campbell, B. Desroches, P. File, B. Fullerton, G. Griffith, B. Molesworth, C. Moore, V. Nihill, G.-A. Walker, V. Barycky

Guests : J. Knibb, Architect, Mayor J. Downer

Regrets: D. Baker, Town Engineer, J. LeFebvre, J. Swick, V. Nihill, B. Reynolds

Call to order

G.-A. Walker called the meeting to order at 2:00 p.m. and asked Architect, J. Knibb to proceed.

J. Knibb began by explaining the documents that were before him and that sets of the updated drawings would be left with the Library and the Town. He will be meeting with the interested contractors on Thursday, September 18, 2008 at 11:00 a.m. where he will give them the tender sets and then walk them around the building answering any questions they might have. They will take the documents away with them to show the various trades they work with. The tenders will be due back October 9, 2008 by 3:00 p.m. A couple of the potential contractors approached declined. J. Knibb distributed an agenda for the meeting and a revised budget document. He explained that the tender contract budget was different than the overall design budget.

1. Plans status

- 1.1** A set of the drawings will be given to the Town on Thursday, September 18th at which time J. Knibb will request 2 permits, one for the Library construction project; the other for the neighbouring building. The roof of the building next door will not support the snowload that will be created due to our construction. J. Knibb has a proposal for the owner and will meet with him.
- 1.2** The planned temporary emergency exit from the 3rd floor may not be from the Boardroom windows as they are too narrow. It will likely have to go out through the window in the corner IT office. J. Knibb will discuss with the building inspector at the time of application.

1.3 Further investigation of the possible sanitary and storm sewer connections has determined that the hook up will have to be over to First Street. This item is not in the contract yet but is in the budget.

1.4 The photovoltaic system is also not in the contract yet. J. Knibb explained the possible options that he needs the Board to discuss and decide upon. There is potential for this system to bring in revenue by putting the energy it produces out to the grid and also to be a great educational tool for school groups and the public in general.

There are 3 options for the use of the energy produced:

- 1) Attaching it to the local grid would provide revenue for the Library through a government programme.
- 2) Net metering is a special meter that counts the energy that is produced by spinning backwards and it spins forward when electricity is being used which results in a calculated net saving.
- 3) An embedded System puts all the energy produced back into the building for use. The size of this system, at 1.5 kw, would only be enough to perhaps run emergency lighting.

1.5 The grey water system will need to have metering added. Town Engineer, D. Baker has some suggestions about the system as one of the local schools, that has a similar system, had some problems. J. Knibb will tell the contractor to make this change in an addenda.

1.6 The number and adequacy of the light sensors for the building will be checked by Roth Knibb.

2. Budget

2.1 J. Knibb asked those present to turn to page 6 of the revised budget document. The tender set budget is \$4,220,033.00. This amount includes only the items that the contractor is expected to provide.

2.2 There are other items included in the overall design budget that will be purchased separately from the contractor's construction budget. The Inspection line for example, is not in the tender sets. The owner should arrange for the inspection, not the contractor. Things like furniture, the survey and soils reports, municipal walk and road repair, the move of the elevator room and the photovoltaic system are not included in the tender set budget but are covered in the overall design budget. The contingency amount of 10% is also not included in the tender sets. This is not something we want them to know about. All items not included in the

tender sets are highlighted with a grey bar with NIC, not in contract, beside the item.

A discussion ensued regarding the photovoltaic system.

C. Moore asked if the system could provide back up power in a power outage if we went with the Embedded System. The answer was no, the system is not large enough. It could possibly be used for exit lights, but we recently installed new LED emergency lights. V. Barycky asked about the payback periods for each option. Putting it back out to the grid would be 20 years, the other two options, Net Metering and Embedded system, would be 80 to 100 years. J. Knibb went on to explain that the larger the system the shorter the payback period, but a larger system is not within our budget.

G.-A. Walker stated that she feels it is important to show community leadership in the area of sustainability.

P. file reported that at the recent AMO conference she attended that some communities were having trouble getting power onto the grid, that capacity seemed to be a problem. There are local people who have already installed systems like this so perhaps we should contact them to see what their experience has been. J. Knibb asked if she would pass along some contacts she has in this area.

A. Campbell commented that, as an educational organization, it is a good fit for us to help teach the public about these systems.

P. File asked Mayor J. Downer if the Library might be exempt from paying development charges. He agreed to bring the issue forward to Council.

- 2.3** Owner supply items were discussed. J. Knibb needs to know who we will use to supply the pavers, concrete block and landscape walls. B. Molesworth stated that Atlas Block was willing to supply these items at a reduced cost but is not sure what their contribution will be. J. Knibb needs to let the contractors know. B. Molesworth will contact Atlas Block.

3. Insurance

J. Knibb discussed the issue of liability insurance with Town Engineer, D. Baker. D. Baker suggested that the Library should check with its insurer to see if we have appropriate coverage. B. Molesworth stated that there had been discussions about extra insurance for the boilers and thought that Town Clerk, Andrea Fay had already spoken to the insurance company but he will check with her. V. Barycky asked if the Library Board was covered. Mayor Downer responded in the affirmative. The Town of Midland has liability coverage for all its Board members.

4. Other

P. File asked if the barrier-free lift at the back entrance was sufficiently large to accommodate some of the larger scooters. J. Knibb responded that code requires 2 barrier-free entrances. One already exists at the front of the building. The new one at the back will be used in emergencies only. The installation will meet the current code. P. File stated that she had been made aware of a problem with the current code not allowing for some of the bigger scooters. She will be meeting with the Town's Building Inspector about this issue. B. Molesworth responded by saying that we have done the best we can and are meeting the current code.

J. Knibb was asked to submit a recommendation on the photovoltaic system for the Board for its next meeting. He agreed to supply this by Friday.

J. Knibb explained the tender process. They will be opened at a meeting, open to the public, at 3:00 p.m. on Thursday, October 9, 2008 in the Library Boardroom. J. Knibb will go through looking for things like contractors' conditions or notes, which bids are the highest and the lowest and then look at the second highest, again, looking for any problems or conditions. There may be reasons that we should look, not only at the lowest, but the second lowest. He will enter the information on a spreadsheet for the Board to discuss and decide at its regular evening meeting that same Thursday, October 9, 2008.

All are welcome to attend the meeting at 3:00 p.m. but there will be a full Board meeting later in the day.

C. Moore asked if the tenders come in over budget, where we might cut. Could the sustainable features be looked at? It was stated that one of the reasons we had been successful in receiving the provincial infrastructure grant was because of the sustainable features. We might have to go back to the Province if we wanted to cut in that area.

Adjournment

That the meeting be adjourned at 3:00 p.m.



Chairman of the Board



Chief Librarian